

From: [GAINER Tom](#)
To: [Holly Duncan](#)
Cc: [Chip_Humphrey/R10/USEPA/US@EPA](#)
Subject: RE: Cleanup and Restoration Conference agenda -- speakers update
Date: 04/23/2012 03:49 PM

FYI- It appears that Chip and I will not need a full hour for our session- probably closer to 45 minutes, unless there are a lot of questions.

Tom

From: Holly Duncan [mailto:hduncan@elecenter.com]
Sent: Tuesday, April 17, 2012 2:00 PM
To: Lori Cora; Ryan Sudbury; 'Chip Humphrey'; Bob Wyatt; Jim McKenna; Megan Callahan Grant; Tom Friesen; Nancy Munn; John Toll; Burt Shephard; Rick Applegate; GAINER Tom; Jim Robison; ANDERSON Jim M
Subject: Cleanup and Restoration Conference agenda -- speakers update

TO: Speakers at the Cleanup and Restoration Conference
FR: Holly Duncan

Thank you all very much for agreeing to speak at the [Portland Harbor Cleanup and Restoration Conference](#) scheduled for May 4, 2012 at the World Trade Center in Portland. We sent out an announcement last week and have had a tremendous response. (No surprise there!) It is clear that we have timely topics and an amazing faculty. This is going to be a great conference.

Here are a few conference specifics:

LOCATION: The conference will be in in the Auditorium of World Trade Center Two, 25 SW Salmon, Portland. Lunch will be served on the Mezzanine Level.

MATERIALS: We will assemble and print materials for conference participants. If you have draft rules, report summaries, factsheets, opinions or anything else you think might supplement your presentation, please try to get your materials to me by Noon on **Wednesday May 2**.

POWERPOINT: If you intend to use a powerpoint presentation, please also try to get it to me by **Noon on Wednesday May 2**. (Participants always want copies of your powerpoint presentations. Trust me on this. Participants complain in their conference evaluations if we don't have all the materials included in their packet.)

BIO: Please also shoot me a copy of your bio, or send me to a website where I can gather information your awesomeness. We also include this information in the written materials to avoid lengthy introductions at the conference.

PARTICIPANTS: We will have a diverse and extremely knowledgeable crowd at this conference. I will keep you informed as participants sign up for the conference.

AGENDA: You can access the agenda on our website [here](#). Please forward the agenda on to anyone

whom you think might be interested in participating.

Thank you again for being a part of this conference. It is going to be an exciting day.
Please call or email with questions.

Holly

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